

The City Clerk's Office acts as the official historical record keeper for the City of Dalton. Bernadette Chattam was appointed Dalton City Clerk in January 2005 after working within the department for nearly 18 years. As City Clerk, Mrs. Chattam oversees and maintains all official documents and minutes dating from 1884 to present. Currently, the City Clerk Department employs three full time staff.

The City Clerk maintains an annual budget for the Clerk's Office in the amount of \$245,290.00.

The City Clerk's Department also acts as licensing and permit agent for the following:

- Adult Entertainment Licenses
- Alcohol Beverage Licenses
- Banks
- Dance Hall Licenses
- Horse Drawn Carriage Licenses
- Insurance Companies
- Occupational Tax Certificates
- Pawnbrokers
- Special Event Permits-Alcohol
- Solicitor's Permit
- Temporary Permits: Non-Profit Organizations

Statistics for 2009 Permits/Licenses

- 103 Alcohol Beverage Accounts
- 14 Banks
- 2 Dance Halls
- 693 Insurance Companies
- 201 New Occupation Tax Certificates
- 6 Pawnbrokers
- 2040 Total Occupation Tax Certificate Accounts

The City Clerk's Office also bills, collects and executes the collections and delinquencies for all Occupational Tax and Alcohol Beverage. Approximately \$845,200.00 in revenue are collected for Occupational Tax and \$306,500.00 in Alcohol Beverage. The City Clerk's Office also executes collection for all Alcohol Beverage fines which were approximately \$10,000.00 in 2009.

On top of all the permitting and licensing, the Clerk also handles all campaign contribution for City elected officials including school board officials. The Clerk also qualifies candidates for elections, including school board officials. The City Clerk serves as the City's "Filing Officer" as designated by the Georgia Department of Secretary of State's Office, coordinating specific aspects of the City's General and Special Elections and interfacing closely with the Whitfield County Elections Department. The Clerk also oversees all issues pertaining The West Hill Cemetery.

The City Clerk's Office now also handles the City Annexation Process. Please click [here](#) for an Annexation Application.

Staff

- Bernadette Chattam, City Clerk
- Luis V. Villavizar, Deputy City Clerk
- Blanca Cardona, Cashier/Administrative Assistant